



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
JOINT BASE MYER – HENDERSON HALL
204 LEE AVENUE
FORT MYER, VIRGINIA 22211-1199

IMMH-PA

19 February 2015

MEMORANDUM FOR SFC Matthew MacRoberts / Maj. Gen. Keith L. Ware Awards Program, Headquarters, U.S. Army Office of the Chief of Public Affairs, Washington D.C.

SUBJECT: Nomination of Joint Base Myer-Henderson Hall Community Relations Officer Leah Rubalcaba for the Department of the Army's 2014 Maj. Gen. Keith L. Ware Community Relations Award for Category A: Individual Achievement

1. I strongly recommend the selection of Joint Base Myer-Henderson Hall's Community Relations Officer, Leah Rubalcaba, for the Department of the Army's Maj. Gen. Keith L. Ware Community Relations Award for Category A: Individual Achievement for her outstanding achievement in the realm of community relations by a public affairs professional and for her coordination of the 2014 Thanksgiving Luncheon Cruise for service members, wounded warriors and veterans – this being the tenth year in a row for that coordination.
2. As the Community Relations Officer, Leah is responsible to me for planning, coordinating and directing community relations strategies and programs. One of her cornerstone community events is the Thanksgiving Luncheon Cruise, an annual event coordinated with our community partners in southwest Washington D.C.
3. To this and all her community relations programs, Leah always reaches beyond her standards to support and achieve the high goals set for the Public Affairs office. She is resourceful and energetic and always exhibits a can do/get it done attitude. Leah continually displays a strong personal commitment to successfully completing all her community relations programs and projects and is able to turn visions into actual action. She is well known and highly respected by her peers and her contacts in Washington D.C. and at the Washington Waterfront Association, with whom she works to successfully coordinate the annual Thanksgiving Luncheon Cruise.
4. Leah's events are flawless. I always have full confidence that when she is the PAO lead, an event will go off in a professional manner with no glitches – as evidenced by her masterful handling of "ten" Thanksgiving Luncheon Cruise events.
5. This packet is submitted with my fullest confidence and strongest endorsement. Your consideration is greatly appreciated.



6. Point of contact is the undersigned at (703) 696-4979.

Sincerely,

A handwritten signature in cursive script, reading "Mary Ann Hodges". The signature is written in dark ink and is positioned above the printed name.

MARY ANN HODGES
Director
JBM-HH Public Affairs